



CIVIL AIR PATROL  
NATIONAL HEADQUARTERS  
MAXWELL AFB AL 36112-6332

CHANGE 1 (E)  
CAP REGULATION 10-2  
20 JUNE 2001

### **Administrative Communications**

### **FILES MAINTENANCE AND RECORDS DISPOSITION**

CAP Regulation 10-2, 10 May 1999, is changed as follows:

Page-Insert Change.

**Remove**

**Insert**

**3-4**

**3-4**

**Note: Shaded areas identify new or revised material.**

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OPR: MSA

Distribution: In accordance with CAPR 5-4.



**FIGURE 3. EXAMPLE GUIDE CARDS (OPTIONAL)**

<b>3. GENERAL CORRESPONDENCE</b>	or	<b>3. GENERAL CORRESPONDENCE</b>  <b>T1, R3</b> <b>Cut Off: 31 Dec/Destroy after 1 year</b>
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**Records and Disposition Instructions**

♦ Table 1 - Administration				
	A	B	C	D
Rule	If the records are or pertain to	consisting of	which are	cutoff/then
1	file plan	records disposition plan		destroy when superseded, obsolete, or no longer needed
2	suspense control	records and notes indicating date items are due		destroy when superseded, obsolete, or no longer needed
3	general correspondence	records related to the general administration of the activity concerned		If FY: 30 Sep/destroy after 1 year If CY: 31 Dec/destroy after 1 year
4	TAs, MSAs, and PAs	travel authorizations, special activities, and task assignments	originals	30 Sep/destroy after 1 year
5			distribution copies	Destroy when no longer needed
6	reports and forms	correspondence and forms related to primary mission objectives, procedural development, and policy for the activity concerned.		31 Dec/destroy after 3 years
7	memorandum of understanding		originals	31Dec/destroy 6 years after superseded or terminated
8			information copies	Destroy when superseded or terminated
9	special orders (NHQ only)	travel authorizations	originals (NHQ only)	30 Sep/destroy after 3 years
10			distribution copies	destroy when no longer needed
11	meeting minutes		originals	31 Dec/retain as permanent
12			information copies	destroy when superseded, obsolete, or no longer needed
13	CAP publications (NHQ only)	CAP numbered regulations, manuals, pamphlets, and blank forms	record sets (NHQ only)	31 Dec/retain as permanent

## Records and Disposition Instructions

♦ Table 2 - Aerospace Education				
	A	B	C	D
Rule	If the records are or pertain to	consisting of	which are	cutoff/then
1	aerospace education correspondence	national congress on aviation and space education records; AE workshop records; AE programs for senior/cadet member records; AE mission awards program records		31 Dec/destroy after 3 years
2	test distribution records	test distribution records for AEPSM		31 Dec/destroy after 5 years

♦ Table 3 - Cadet Programs				
	A	B	C	D
Rule	If the records are or pertain to	consisting of	which are	cutoff/then
1	cadet activities or workshops			31 Dec/destroy after 1 year

♦ Table 4 - Chaplain				
	A	B	C	D
Rule	If the records are or pertain to	consisting of	which are	cutoff/then
1	statistical reports	CAPFs 34	NHQ only below NHQ	31 Dec/destroy after 3 years destroy when superseded, obsolete, or no longer needed
2	appointment application	CAPFs 35	NHQ only below NHQ	31 Dec Note: cut off when membership expires and destroy after 3 years destroy when superseded, obsolete, or no longer needed
3	newsletters		NHQ only below NHQ	31 Dec/retain as permanent destroy when superseded, obsolete, or no longer needed

♦ Table 5 - Inspector General				
	A	B	C	D
Rule	If the records are or pertain to	consisting of	which are	cutoff/then
1	inspection guides	wing QAFA/LO QAFA; unit self assessments		destroy when superseded, obsolete, or no longer needed
2	inspection reports	QAFA/SAV/survey audit; CAPR 60-2; no-notice inspection results		31 Dec/destroy after 3 years
3	congressional inquiries			31 Dec/destroy after 5 years
4	IG complaints			31 Dec/destroy after 3 years